

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ Assignment 4

## Block Letter

\*\*\* Attach this sheet to printout! \*\*\*

### PART I:

Open the document named **“Help”** from the **Gr 5 Competency Folder**

### PART II:

1. Read the document “Help”.
2. Then create a new document

Font: Times

Size: 12

Style: Normal

3. Set up your document with the same **heading** as you learned in Assignment 2

4. Write a response in a block style letter.

A Block style letter is left justified with no indents on the paragraph.

5. Begin your letter: **“Dear Crazy in Catalina”**.
6. Sign it Zabrina.
7. Proofread your letter.
8. Go to **FILE** and **SAVE AS**, name this **04.Last Name** and save to your folder.
9. **Print to LaserWriter** and attach printout to sheet and put in your **class bin**